**Final Exam—Computer Applications—FALL/WINTER 2014—Mrs. Cioffi Study Guide**

**Written portion is worth 34 points total**

*Computer Definitions=8 points*

The questions will come from the quiz. Use the quiz as your study guide for this section.

*Social Networking=13 points*

Be able to discuss some benefits, ways to protect yourself, and some consequences for inappropriate use when using social networking sites AND smartphones.

Be able to include SHA’s 5 core values in discussing the use of social networking sites and posts to these sites.

*Design Techniques=6 points*

Discuss these techniques and how they enhance the effectiveness of a Power Point presentation.

 Font size and color should be easy to read

 Use words and phrases NOT sentences

 Don’t over impress with sounds, animations (no dancing bananas!)

 Use bullet points

 Dimming

 Backgrounds should be uncluttered and uniform

 Pictures should apply to topic

 Know intended audience and purpose

 Every addition should be to enhance presentation, not overpower it

 Remove unnecessary hyperlinks

*Movie Maker=5 points*

Be prepared to answer a general question about using Movie Maker in class, such as how to design an appealing presentation that will keep the audience’s interest; how to express the vision or theme you wish to convey in an effective way to your audience.

*Excel*

*In the chart=6 points*

Know how to define the data to chart. Know how to create a chart in Excel. Know how to add a title of a chart.

Know how to change the minimum and maximum units of an axis.

*In the spreadsheet=14 points*

Know how to enter a formula in Excel

Know how to use the insert function feature (maximum, minimum, average). Know what starts a mathematical expression in Excel.

Know how to change the format of a number.

Know how to enter conditional formatting for a range of cells.

*Power Point application=16 points* KNOW THE DESIGN TECHNIQUES DISCUSSED IN CLASS:

Know how to insert a slide.

Know how to insert a header & footer on a slide.

Know how to add animations—especially entrance and exit animations. Know how to add transitions to slides.

Know how to edit a video.

*Microsoft Word=20 points*

Chapter 1—Creating flyers with pictures and bullet points. Know how to change to a particular Theme Color.

Know how to add effects on pictures (border, glow, etc.). Know how to change font, font size, and font color.

Know how to add bullets.

Know how to add a border and change its color. Know how to change document properties.

*MLA=26 points*

Chapter 3—MLA report formatting. Know the correct font and size for MLA. Know correct line spacing for MLA.

Know how to put in a correct header for MLA. Know how to put in a correct heading.

Know how to add a footnote.

Know how to add an in text citation.

Know how to add a page break for a Works Cited page. Know how to properly format the works cited.

Know how to format a paper using MLA specifications, especially for Sacred Heart Academy. The report will be typed for you, but not in MLA format. The citations will already be entered into the References section. You must be able to reformat the paper so it is in the appropriate MLA format we use at school. This means adding a Works Cited page!

**FINAL EXAM TOTAL POINTS=116**

Video link for MLA:

[http://www.youtube.com/watch?v=g2ym7HUbAdo&list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ](http://www.youtube.com/watch?v=g2ym7HUbAdo&amp;list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ)

Video links for Excel: Sable River (chart) review:

[http://www.youtube.com/watch?v=pZRcUmgRTd4&list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ](http://www.youtube.com/watch?v=pZRcUmgRTd4&amp;list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ)

Mobile Masses (formulas in spreadsheet, etc.) review:

[http://www.youtube.com/watch?v=3TEKH1YfZoM&list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ](http://www.youtube.com/watch?v=3TEKH1YfZoM&amp;list=PL1AmyjBy4e0OG2ZN3TSgHoKOrVR4lIMgQ)